



The City of Covina



Located 25 miles east of Los Angeles, Covina was incorporated as a General Law City in 1901. Covina is home to just under 50,000 people within its 6.8 square miles. Covina is a well balanced community with a successful blend of residential, retail, service and light manufacturing uses. The assessed valuation is 3 billion. In addition to Covina's very high quality kindergarten through twelfth grade public school systems, you will find several nearby public and private four-year colleges including Cal Poly Pomona and the Claremont Colleges. City Hall is situated near our downtown Metrolink station, which is located along the San Bernardino to Los Angeles line. Downtown boasts a vibrant mix of uses including shopping, housing, entertainment, well known restaurants and coffee establishments and medical facilities

The Position



The **Jailer** is the journey level class responsible for maintaining jail operations and records in an effective and efficient manner. Under general supervision, the incumbent books and processes arrestees; provides security and care for persons in custody; prepares prisoners for court; coordinates visitations and responds to the public's questions; and performs other related duties as required. Must be available to work rotating shifts, evenings, weekends, and holidays at 19 hours per week.

EDUCATION & EXPERIENCE:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Jailer. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent, and be 18 years of age by the time of appointment. Possession of, or ability to obtain, a valid Class C California drivers license is required. Incumbents must have completed the California Department of Corrections training course within one year of appointment.

Compensation & Process



Salary: \$15.58—\$18.94 per hour

For medical and other benefits please visit our website at www.ci.covina.ca.us or call Human Resources at (626) 858-7221.

All applicants will be reviewed for relevant education, experience and other job related qualifications. Those candidates possessing the most desirable and suitable qualifications will be invited to appear for a written examination. Those candidates successful in the written examination will be invited to appear for a Qualifications Appraisal Panel to establish an eligibility list. The top three candidates will be invited to interview with the appointing authority for final consideration. A background investigation, psychological and medical examination including a drug screening will be performed prior to final hiring. Failure during any phase of the selection process constitutes failure of the entire process.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

If you are interested in applying for this position, you must submit a City of Covina application to the Human Resources Department at 125 East College Street, Covina, CA 91723. You can call for an application at (626) 858-7221 or visit our website at www.ci.covina.ca.us.